

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE
MEETING NOTES
February 6, 2009

The Human Resource Directors Advisory Committee convened on February 6, 2009 at 9:30 a.m. in the conference room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked that each person state their name and their university or agency affiliation.

The following persons were in attendance at the meeting: Charles Phillips, Eastern Illinois University; Sandy Bowman, Eastern Illinois University; Deb Stone, University of Illinois Urbana/Champaign; Elyne Cole, University of Illinois Urbana/Champaign; Robbie Witt, University of Illinois Urbana/Champaign; Leslie Arvan, University of Illinois Urbana/Champaign; Eric Smith, University of Illinois Central Administration; Sherrie Senkfor, Southern Illinois University Edwardsville; Andrew Lenhardt, Southern Illinois University Edwardsville; Len Grinstead, Illinois State University; Ira Schoenwald, Illinois State University; Jodi Tyrrell, Northern Illinois University; Rhonda Wybourn, Northern Illinois University; Pulchratia Kinney-Smith, Governors State University; Pam Coogan, Illinois Community College Board; and Terrin Krantz, State Universities Retirement System.

The following persons were in attendance via teleconference: Susan Veach, University of Illinois – DSCC; Wes Weisenburn, University of Illinois Springfield; Mark Owens, University of Illinois Springfield; Kathy Blackwell, Southern Illinois University Carbondale; Jennifer Watson, Southern Illinois University Carbondale; Mirta Mendez, University of Illinois Chicago; John Loya, University of Illinois Chicago; Vicki Baba, Illinois Student Assistance Commission; Mary Rozgus, Illinois Student Assistance Commission; Marta Maso, Northeastern Illinois University; Pat Michel, Northeastern Illinois University; Stuart Clauson, Western Illinois University; and Pam Bowman, Western Illinois University.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director; Jeff Brownfield, Assistant Director of Operations Division; Mary Follmer, Assistant Director, Legal Services; Cindy Neitzel, Audit and Advisory Services Manager; and other Merit Board staff members.

Meeting participants were asked to present agenda items. The University System Office also presented several agenda items. A list of current University System Office activities was also on the agenda. Following are the items that were discussed at this meeting.

1) Exemption Procedures

The Committee was presented a revised complete draft of a new Exemption Procedures Manual. The University System Office highlighted those sections of these revisions that were already in current procedures or regulations, making it much easier to see all of the new components.

Incorporated into this current draft were sections regarding 36e(3) exemptions and an accountability program. There was a listing of position titles and position standards that are typically identified under each exemption category. The Manual included an accountability program, consisting of an internal institutional review, a System Office review, and a Merit Board review. Several revisions to this draft were recommended at the previous HRDAC meeting and were incorporated into this final draft. Other minor revisions were suggested at this meeting and all were to be incorporated into the final version of this draft. Discussions primarily focused on the accountability program. There was still some apprehension expressed by some to the adoption of any new procedures in this respect. *This final version of these procedures will be presented to the Merit Board for approval at their February 2009 meeting.*

2) **Discussion of Proposed Procedure Revision – Classification Procedures Manual, Section 1-Classification/Examination Development**

At their last meeting, the Committee was provided a draft of a comprehensive new procedural revision attempting to capture the current classification specification and examination development process. Committee members were asked to carefully review all procedures related to this topic and be prepared to discuss at this meeting. There was only one comment concerning the communication of proposed changes submitted by employee groups. There was a concern that the form should more clearly indicate that any new submission for class/exam changes be communicated to the human resource offices as part of any formal proposal submitted. *The University System Office will attempt to incorporate this notification protocol into the form and further discuss these revisions at the next meeting.*

3) **Update on Proposed Rule Revision**

- **Section 250.70(d) and (e), Trainee/Learner Appointments**
- **Section 250.110(b), Leave of Absence**
- **Section 250.110(e), Discharge**
- **Section 250.60, Eligible Registers**

The Committee was previously provided a draft of proposed rule revisions on these four topics. These drafts were discussed and revised throughout the course of several meetings. A final consolidated version of a rule change incorporating the specific changes to the above-referenced sections was created and distributed to the Committee. *The University System Office informed the Committee that this consolidated rule revision was sent to the Secretary of State for publication in the Illinois Register to begin the First Notice Period.*

4) **Pilot Program**

Prior to its November meeting, some Committee members had been contacted by the System Office suggesting that the Committee gather information on the use of the Pilot Program by system employers. Ira Shoenwald and Maureen Parks informed the Committee that a survey had been prepared and sent to each institution asking for their input on a variety of questions surrounding this program. The survey results have not yet been collected and tabulated. *The Committee decided to continue discussions on this topic as an agenda item at its next meeting.*

5) **Discussion on Committee Format and Communications**

There was some discussion among the Committee regarding the establishment of the HRDAC, its reporting and communication to the Merit Board, and the role of the University System Office in its organization and leadership. The HRDAC was established by the Executive Director of the State Universities Civil Service System some time ago, and historically has always maintained the primary leadership role in calling meetings, seeking input, and formally communicating activities with the Merit Board. The Executive Director of the University System has always chaired this Committee. After some discussion, it was determined that the Committee activity report to the Merit Board may be given by someone other than the Executive Director. *A Committee member, Sandra Bowman from Eastern Illinois University, was designated to provide the Merit Board an update on Committee activities at the next Merit Board Meeting on February 18.*

6) **System Office Activities**

The Committee was updated on various University System Office activities including:

- *Budget Update*
The Committee was informed of the current agency budget status and the presentation of the FY 2010 agency budget proposal to the IBHE. The very poor economic climate indicates a fairly dismal budget year ahead. Like many other employers, the University System Office has reserved 2.5% of their FY 2009 budget in response to the poor economic environment.
- *Other Class Plan Activities*
The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations. The Committee was informed of the intent to conduct a computerized job analysis survey across several classifications, including Administrative Assistant, Administrative Aide, and Administrative Program Assistant.
- *Audit Schedule*
The Committee was informed of the current and next fiscal year audit schedule.

9) **Meeting Schedule**

The Committee is scheduled to next meet on May 1, 2009. The meeting will start at 10 a.m. and will be held at the University System Office in Urbana. The Committee members were encouraged to forward any new agenda items to the System Office.